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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 27 September 1951

FROM : Deputy Director (Administration)

SUBJECT: Purchase of Beechcraft Plane

OGC HAS REVIEWED.

1. You are hereby authorized to have the Procurement Office purchase, at a total cost delivered in Washington, D. C., of not to exceed \$70,000.00, the following:

- a. Beechcraft airplane, model D 18S, Manufacturer's Serial Number A-78.
- b. Two spare engines for plane.
- c. Spare parts for above.

2. This purchase is necessary in the public interest, to aid in operations being carried on by the Agency during the present national emergency declared by the President.

3. Over-all responsibility for the control, maintenance and use of the aircraft shall rest with the Director of Training. He shall call, as may be necessary, upon the Chief, Administrative Services, the Personnel Director, and other administrative heads for aid and support. A pilot and, if necessary, a co-pilot may be employed or engaged to fly and to supervise the operations and maintenance of the plane. Necessary facilities may be engaged for the housing, maintenance and service of the aircraft.

Granting of use
the
4. Except as otherwise authorized by competent authority, use of the plane shall be restricted to the transportation needs of the Office of Training. The plane will not be used for pleasure, or personal business or the putting in of flight hours for the convenience of personnel of the Agency. *this plane will be flown only by the assigned pilot and co-pilot.*

WALTER REID WOLF

OGC/RGH/McD

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